SFA – Finance Daily Download/Linking

What is the process for Finance Daily Download and Linking procedures?

The process involves 8 basic steps:
1. Go into the Meriden Mainframe
2. Create a Download Dataset
3. Empty the Download Dataset
4. Obtain the Production Dataset
5. Prepare the Download Data set
6. Prepare the MS Excel spreadsheet
7. Import the Download Dataset into MS Excel

What does this document do?

This document establishes the policy and procedures governing the Finance Daily Download and Linking procedures.

What is the policy on the Finance Daily Download and Linking?

The Finance Daily Download and Linking process pulls certain data items from the SBL08 report located on the mainframe and downloads this data as a text file. These text files are then used to build daily files, which in turn build batch files, which in turn build monthly files and then yearly files. This information is furnished to the Dept. of Education on a monthly and yearly basis as part of its reconciliation process

This reconciliation should be conducted *daily*.

Who must follow the procedures in this document?

Finance members and agents of Raytheon, must comply with these procedures for the process to which it relates.

7 Basic steps for Finance Daily Download and Linking:

1) Go into the Meriden Mainframe
As a RAYTHEON member you must

When?
Daily

   a) Click on the mainframe connection icon, Meriden
     ** If you don't have an icon on your desktop, do the following:
     Click on the Start button; select Programs; select Extra! Personal client 32-bit; select Extra! Personal client 32-bit.
   b) Choose, "Open an existing session." Click OK.
   c) Choose Meriden. Click Open.
     ** If this doesn't work, please call the Help Desk for further assistance: (800) 435-7709
   d) Open a TSO session. Type "TSOG" and press Enter.
   e) Type in User ID and press enter
   f) Type in your password and press enter
   g) Read the Disclosure and Monitoring Notice and press Enter which then takes you to the Main Menu

2) Create a Download Dataset
As a RAYTHEON member you must

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a) On the Option line type "3.4" and press Enter, which takes you to the Data Set Utility List
b) On the line "DSNAME LEVEL=>" type: "GSL.P455180.GSSBL871.RD01.GSBL08.MYYJJJ" where YY = year and JJJ = Julian date and press Enter
c) Highlight the last dataset
d) Place your mouse by the "G" in GSL, and then hold the mouse button down and drag it across the tape name until all is highlighted. Release the mouse button.
e) Click Edit on the menu bar.
f) Click Copy and using the mouse, highlight the last dataset, then on the menu bar choose EDIT and click COPY
g) Type "=3.2" on the command line and press Enter which then takes you to the DATA SET Utility screen
h) Place your cursor on the DATA SET NAME line. Type "**'**" (single quote) and press CNTL+V to paste in the dataset name. Add "**'**" after the dataset name. Press Enter and this gives you the dataset information.
i) Press the "F3" key and type "A" on the Option line.
j) Change the DATASET NAME LINE TO "youruserid.d1" and press enter which takes you to the Allocate New Data Set Screen, press enter and check the right hand corner for DATA SET ALLOCATED message. The dataset has been allocated successfully.
k) Press "F3" key to return to the Main Menu

3) Empty the Download Dataset
As a RAYTHEON member you must

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a) From the main menu, type "2" on the Command line. Press Enter
b) While at the Edit Entry Panel, type "D1" on the Data Set Name line. Press Enter
c) Type "D99999" in the 1st column. Press Enter. This empties your dataset
d) Press "F3" to exit and save. A message should appear in the upper right hand corner: "DATA SET SAVED"
e) Press "F3" to return to the main menu

4) Obtain the Production Dataset
As a RAYTHEON member you must

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a) On the Options line type "=3.4" and press enter which takes you to the Data Set List Utility screen
b) On the line "DSNAME LEVEL = >" type: "GSL.P455180.GSSBL871.RD01.GSBL08.MYYJJJ" and press enter
c) Highlight the dataset you are looking for. From the menu bar: choose Edit, then Copy
d) Go the command line and type "=3.3" Press enter
e) On the line "DATA SET NAME = = = >" type ' (single quote) and press Cntl + V Paste. The line should be the dataset you are looking for.
f) Type "C" on the Options line to copy the data. Press Enter

g) In the DATA SET NAME = = = >' line type "D1". Press Enter, and you should be at the prior screen and the message, "DATA SET COPIED" should appear in the upper right hand corner

h) On the Option line, change the "C" to "=2" and press Enter which takes you to the EDIT ENTRY SCREEN.

i) Type "D1" in the DATA SET NAME line. Press Enter. You should have an SBL08 report. Write the run date down for use in naming the PC dataset later.

j) On the command line type "X ALL;F 'FUND-INT-REC TOTAL = ' ALL" Press Enter

k) Now type "DEL ALL X". Press Enter.

l) Press "F3" to save and exit which takes you to the Edit Entry Panel and check for the message, "DATA SET SAVED" in the right hand corner

5) Prepare the Download Dataset
As a RAYTHEON member you must

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a) Type "=6" on the command line and press Enter. You are now at the TSO Command Processor screen.

b) Select Tools from the menu bar, and select Transfer File

c) When the Transfer File Dialog Box appears, fill out PC Filename, "S:\SBLR\RAS-BLN\1999\batches99\text files\j268-0925.txt."   Click the receive button.

d) Fill out the Host filenames, 'youruserid.D1'

e) Under Host, Check to make sure Type is 'TSO'

f) Check Scheme, 'Text Default'

g) Click Add to List

h) Click Transfer, then click Yes

i) Under Save As enter 'D1'and press OK

j) Your file should be successfully downloaded to your PC

k) Choose File and select Exit Extra. Click Yes, and again Click Yes

6) Prepare the MS Excel Spreadsheet
As a RAYTHEON member you must

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a) Go into Microsoft Excel

b) Open a blank spreadsheet

c) Go into "Gsl-public on 'Isgntserv2' (S:)

d) Select SBLR and click on the Open button

e) Choose Pas-bln and click Open

f) Select "yr needed" i.e. 1999, 2000, etc… and click Open

g) Select batches "yr of need" i.e. batches99 and click Open

h) Select by day and click Open

i) Select the last day you completed

j) Click Open and Enable Macros

k) Save your new file under a new file name

7) Import the Download Dataset into MS Excel
As a RAYTHEON member you must

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a) Click on the tab "prep-area"

b) Open the SBLR folder

c) Highlight Pas-bln and open

d) Highlight folder of year that you need and open

e) Highlight Batches "yr of need" and open

f) Choose text files folder and open

g) Change the files of Type to All Files (*.*) and press enter

h) Highlight the file that you downloaded and open
i) The Text Import wizard comes up. Click next.
j) Place your mouse on the horizontal scroll bar (just above the Cancel button), then click and drag it to the far right. ** Note the line numbers changed to 80-130
k) Next you'll create 3 new lines on positions 99, 126 and 129. Place your mouse on 99, then single click. Repeat for 126 & 129. Note the new lines around the (1) and (2). Click Next then Finish.
l) Choose File, choose save, and save again, then Yes
m) Highlight the whole sheet
n) Choose Edit and Select Copy (The spreadsheet will be copied to memory.)
o) Next, choose Windows and highlight the filename that you are using
p) You should be in your file in the "prep-area" tab. Place your cursor in cell A1
q) Press CNTL+V. This will paste the data into your spreadsheet
r) Choose Tools then Macro and Macros…
s) Choose Prep1 and click on Run (You should be at the "final" worksheet.)
t) Replace all "#N/A" with zeros in columns I & J only. K is calculated
u) Save the file